Emergency Evacuation Procedure

The following procedure applies to <u>all</u> employees, visitors and contractors at the Jamaica Plain site:

Evacuation Procedure

<u>**Fire Reporting:**</u> If a fire is observed, activate the nearest fire alarm pull station, exit the facility and provide details to Fire Command Coordinators (facilities or safety personnel) stationed at front of building under alarm.
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<u>**Exiting:**</u>
- <u>**Shutdown hazardous operations:**</u> If possible, operations in progress should be shut down before exiting. Inform Fire Command Coordinators at the front of the building under alarm area if operations may become hazardous while unattended.
- <u>**Attendance recorder personnel:**</u> Exit with your departmental sign-in log sheet.
- <u>**Floor monitoring personnel:**</u> Assigned floor monitors are to walk through assigned areas (if it is safe to do so), and report that employees have evacuated to their attendance recorder, stationed outside.
- <u>**Leaving the building:**</u> If an audible evacuation alarm sounds, all employees in the building must immediately leave the building via the nearest exit. Doors should be closed upon exiting. Do not use elevators to exit the facility. Do not relocate to a different floor that may not be under alarm.

<u>**Handicapped Evacuation:**</u> The floor monitor will escort disabled individuals, permanent employees or visitors, to the nearest enclosed stairwell landing or safe area. The floor monitor will alert the Fire Command Coordinators as to the location of the individual in need of assistance. The Fire Department will perform the evacuation.
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<u>**Assembly:**</u> Evacuated employees must assemble in designated areas, as indicated on the map on the reverse side of this page.
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<u>**Accounting for Personnel:**</u> The attendance recorder for each department must account for individuals present in the assembly area. If an employee has been identified as possibly missing, the attendance recorder coordinator must report this to the Fire Command Coordinators stationed at the front of the building under alarm.
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<u>**Providing Critical Information:**</u>

- <u>**Employee Injuries:**</u> If an employee is injured in the course of a fire or evacuation, immediately report this information to Fire Command Coordinators stationed at the front of the building under alarm, who will obtain medical assistance.

- <u>**Fire Incident Details:**</u> If an employee knows or suspects the source of the fire or smoke, report this information to Fire Command Coordinators stationed at the front of the building under alarm.
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<u>**Facility Re-Entry:**</u> Re-entry into the facility is permitted when the "all clear" signal is given by the responding fire department or from a Fire Command Coordinator. A green flag may be used to signal "all clear".

Alarm System Information

<u>Alarm Zones:</u> The three main buildings (SLI, Biologics, Stables) have separate alarm systems:
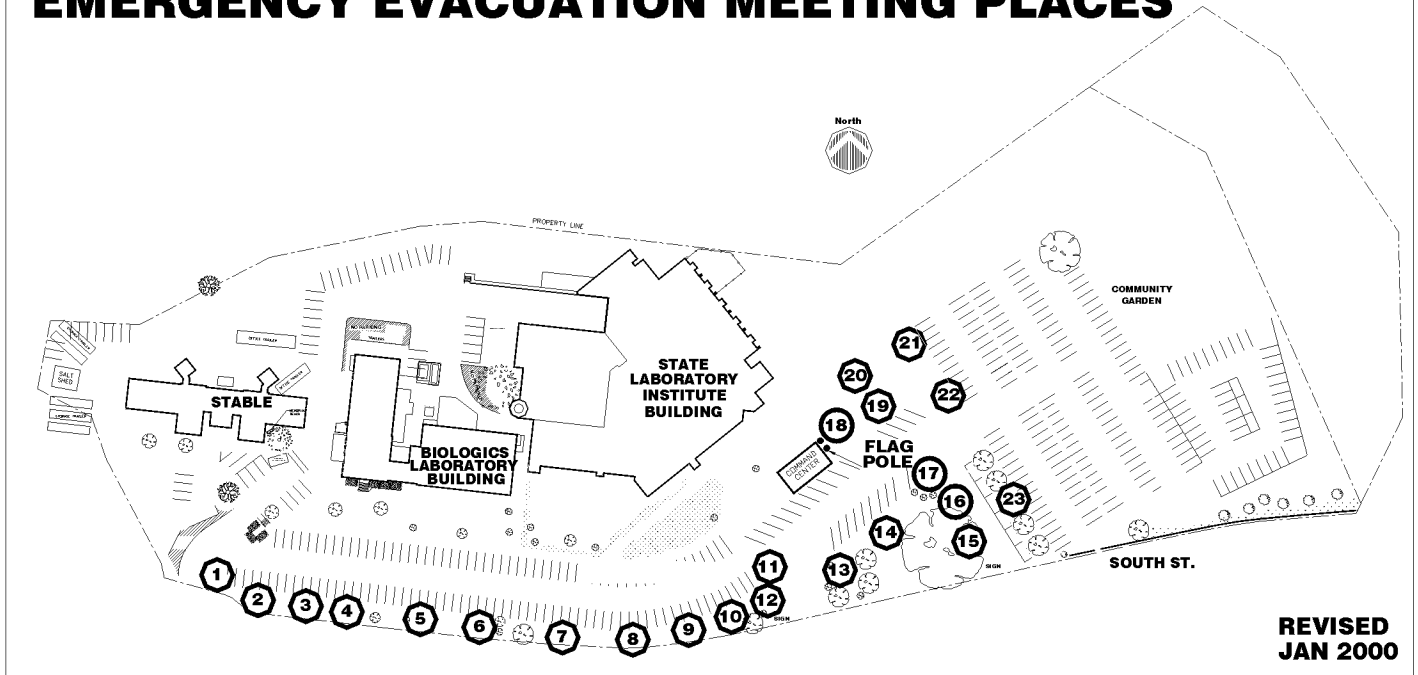
Alarm Description--SLI 8 Story Facility
❑ A *continuous tone alarm and strobe light* system will activate for the entire facility.

Alarm Description—Biologics and Stables Facilities
❑ A *continuous tone alarm and strobe light* system will activate for the entire facility.

UNIVERSITY OF MASSACHUSETTS
JAMAICA PLAIN CAMPUS
EMERGENCY EVACUATION MEETING PLACES

REVISED JAN 2000

Evacuation Assembly Areas, Front Parking Lot

Area	Group/Department	Area	Group/Department
1	TB Control and Prevention	13	CDC Administration, Aids Surveillance, STDs
2	Refugee Health	14	Bacteriology, QA, Training Lab, NLTN
3	Biologics Administration Offices	15	Newborn Screening
4	Fractionation, Screening Lab, Distribution, Filling, Mfg. Technical Services	16	Biologics R&D, Biologics QC
5	Vaccines, Monoclonal Antibodies, Process Engineering, Biolabs Janitors	17	MIIS-CD Bureau, UMMS Computer Services, DPH Computer Services
6	Stockroom/Mailroom, Radiation Lab, Animal Quarters	18	Facilities, Receptionist, Security, SLI Janitors
7	Mass. Public Health Assoc., Comm. Sanitation, Division of Food and Drug, CLIA	19	Glassware/Media/Kit Areas, Specimen Receiving, Racing Commission
8	Blood Lead Lab	20	Environmental Chemistry Lab
9	SLI Administration, International Training, Biologics QA, Cafeteria Staff	21	Infectious Disease Administration, Virology Lab, HIV Lab, Serology Prevention
10	Drug Lab	22	TB Lab, Infectious Disease TB Lab
11	Purchasing & Contracts, Personnel, Library	23	Division of Epidemiology & Immunization (Metro Region)
12	SLI & UMMS Administration	Front of building under alarm	Safety, Facilities Management, Biolabs Maintenance, SLI Maintenance